



DEPARTMENT OF PLANNING AND BUILDING
PRELIMINARY PLAT
SUBMITTAL PACKET
(January 2008)

All submittals to the Madison Planning Commission for the consideration of a preliminary subdivision plat must be delivered to the Secretary of the Planning Commission who is located in the Department of Planning & Building no later than 30 CALENDAR DAYS prior to Planning Commission meeting at which the plat is to be considered.

The applicant should submit NINE (9) SETS of the proposed preliminary subdivision plat. The submittal will be reviewed by members of the Technical Review Committee, and recommended changes reported to the applicant no less than THIRTEEN (13) CALENDAR DAYS prior to the Planning Commission meeting at which the plat is to be considered.

The applicant will have EIGHT (8) CALENDAR DAYS prior to the Planning Commission meeting to make all changes requested by the Technical Review Committee and provide the Secretary of the Planning Commission with FOUR (4) complete sets of the preliminary plat with construction plans and ELEVEN (11) corrected copies of the preliminary plat or provide a written refusal to make such changes and the reason for such refusal.

Please use the attached checklist and application to make sure that your subdivision submission to the City of Madison is complete. Please fill in the forms in their entirety, and place checkmarks by each completed item on the checklist.

The application and checklist must be completed and turned in with your submission to the Planning Commission. We *will not* accept your submission without it.

If any item on the checklist is omitted, your application may be removed from the Planning Commission's agenda, as provided in Section 4-3-3 of the City of Madison Subdivision Regulations. However, if you omit an item intentionally because it does not apply to your particular subdivision, please attach a complete explanation justifying the omission.

For a complete explanation of each item, please see the City of Madison Subdivision Regulations, which can be found on line at:

<http://www.madisonal.gov/docs/subregchangesfinal2006.pdf>



**City of Madison
Madison Planning Commission
100 Hughes Road
Madison Alabama 35758
(256) 464-8427**

Application for Preliminary Plat Approval

For Office Use Only

Application Received _____
Staff Initials _____
Fees Received _____

(A) Plat Information

Name of Plat: _____

Acreage _____

Number of Lots _____

(All plat names must be approved by the Department of Planning & Building)

(B) Applicant Information

Name(s): _____
Mailing Address: _____
Telephone: _____ **Fax:** _____
E-mail Address: _____

(C) Property Owner Information (if different from above)

Name(s): _____

Mailing Address: _____
Telephone: _____ **Fax:** _____
E-mail Address: _____

(D) Engineering Firm

Name: _____
Contact Person: _____
Telephone: _____ **Fax:** _____
E-mail Address: _____

(E) Property Information

Parcel Number(s): _____
Describe Location: _____

_____, _____, _____
Applicant(s) Signature **Print Name** **Date**

_____, _____, _____
Property Owner(s) Signature **Print Name** **Date**

_____, _____, _____
Property Owner(s) Signature **Print Name** **Date**

_____, _____, _____
Property Owner(s) Signature **Print Name** **Date**

(Do Not write in this space-For Office use only)

Date set of Preliminary Plat meeting _____
Fees paid _____ Date _____

Action of the Planning Commission

- () Denied
() Approved
() Approved with Conditions (see Staff Report)

_____, _____
Chairman Madison Planning Commission Date



PRELIMINARY SUBMITTAL CHECKLIST

As per Section 4-3-3 of the City of Madison Subdivision Regulations, the Director of Planning and Building shall refuse to review any plat submitted for approval, and shall refuse to place said plat on the agenda of the Planning Commission, unless the plat and all accompanying information are complete and all information called for in the Subdivision Regulations has been submitted by the established deadline for submittals.

Any appeal of the decision of the Director shall be to the Chairman of the Planning Commission, whose decision may be appealed to the whole Planning Commission at a regularly scheduled and advertised meeting. The Planning Commission's determination shall be the final administrative determination on the matter.

General Information

Development Name _____

Development Type _____

Zoning _____

Acres _____

Lots _____

Smallest lot size _____

Linear feet in streets _____

Waiver(s) requested _____

☐ Approved layout plat including site assessment

☐ Application Fee - \$25.00

Paid _____

☐ Drainage Review Fee - \$25.00 + \$5.00 per acre

Paid _____

☐ Nine copies of drawings

☐ Digital submittal *.pdf and AutoCAD format.vc. This is to be submitted with corrected drawings (contact Keith Conville, Madison Engineering Department at (256) 772-5629 or keith.conville@madisonal.gov

☐ Receipts for certified mail postmarked no less than 7 calendar days prior to the public hearing. Any applicant that does not submit postmarked receipts with corrected drawings will not be placed on the Planning Commission agenda. Please contact Gina Guffey at (256) 464-8427 or gina.guffey@madisonal.gov for text of public hearing notice.

☐ Certified domestic return receipts (green cards) must indicate which project they are being sent for and should have a return address of:

City of Madison
Planning Division
100 Hughes Road
Madison, AL 35758

☐ Closure tape

☐ Scale: Not less than 1" equals 100 feet

☐ Sheets numbered

☐ Name of proposed subdivision including resubdivisions

☐ The name, address and Deed Book and Page/ document number of record of the legal owner AND the name and address of the agent or agents acting for the legal owner.

☐ North point referenced to a line established in the U.S. Public land survey, date and scale.

☐ A caption giving the location of the subdivision by government lot, quarter section, township, range, city, county and state including sufficient description to clearly define the lands; AND lot and block and subdivision name and parcel number(s) and legal Deed Book and Page of all portions which are a part of previously approved subdivision(s) of legal record.

☐ The name, address and seal of the registered surveyor or engineer preparing the plat or map.

☐ Vicinity map should be from a copy of the official zoning map for the City of Madison (contact Keith Conville, Madison Engineering Department at (256) 772-5629 or keith.conville@madisonal.gov)

☐ The exact length and bearing of the exterior boundaries of the tract of land being subdivided. Distances will be provided to the nearest hundredth of a foot and bearings to the nearest tenth of a second of arc to achieve a positional accuracy of 1:5000, corresponding to third order accuracy.

☐ Dimensions and area in acres of all proposed lots and other land areas and the bearings of the respective sides. All lots and blocks shall be numbered.

☐ Approximate radii, central angle, arc distance, chord lengths, and points of tangency of all curves.

☐ The name, address, and legal Deed Book and Page/ document number of the ownership for all adjacent parcels as they appear in the current records of the County Tax Assessor's Office.

☐ Wooded areas, wetlands, unstable soils or slopes and any other adverse condition affecting the site.

☐ Unless approved at layout plat, a site assessment map drawn at the same scale as the plat, and including the location, size, and condition of all the following: geologic formations, soils classifications, bluffs, sinkholes, caves, landslides (active and inactive), lineaments, springs, seeps, streams (perennial, intermittent, wet weather), wetlands, groundwater recharge points, vegetative communities, including the five most abundant tree and floral species for each community, in order of abundance and including the approximate age of each community, endangered and threatened species as determined by the US Fish and Wildlife Service, evidence of recent or ancient quarry operations, spoils areas, dump sites (active, inactive, or covered/reclaimed), existing fills and excavations, existing drainage retention and detention areas, wells, whether active or inactive, open or closed, storage tanks, regardless of contents, both above ground and underground, known historical and archaeological features

☐ Unless approved at layout plat a site assessment report, including the names and qualifications of all site assessment investigators and analysts, methods used in site assessment, findings for all features identified on the map, including itemized descriptions, illustrations and photographs, professional conclusions concerning the impact of the findings on the proposed development, as well as the impact of the development on the natural features of the site, recommendations for mitigation of the impacts of development on the site

☐The location, widths and names of all existing or platted streets, alleys, pedestrian ways or other public ways and easements, jurisdiction lines, railroad and utility rights-of-way, parks, cemeteries, drainage ditches, water courses, culverts and drain pipes, water mains, bridges, and other permanent or temporary buildings or structures, and other public places on or adjacent to the tract of land being subdivided.

☐The location, widths and names of all proposed streets, alleys, pedestrian ways or other public ways and easements including pedestrian access easements

☐Cul-de-sac maximum length of 800 feet.

☐Block length maximum of 2200 feet or twelve times the minimum lot width in the zoning district, whichever is less, but not less than 400 feet

☐The location, widths, purposes and names of all existing or proposed public rights-of-ways and easements.

☐Proposed minimum building setback lines.

☐Lots dimensions conforming to the zoning district

☐Land intended to be dedicated to parks, school sites, open space, or other public use, or to be reserved by deed covenant for use of all property owners in the subdivision with conditions, if any, of such dedication or reservations. Private property to be held in common and NOT dedicated for public use shall be so indicated.

☐Zoning classification of the land to be subdivided and the zoning classification of all adjoining tracts of land.

☐Flood plain district limits including the contour line of the floodway, the flood profile elevation (100 year flood) and the contour line two (2) feet above the vertical distance of the flood profile elevation and all base flood elevations as published on official FIRM maps. Where no published BFE's exist consult Section 4-13-4(f)(4) of the Zoning Ordinance

☐Noise Influence Zone limits including Day-Night Average Sound Level (Ldn) contour lines for areas exceeding 65 dBA for the year 1995.

☐Report prepared according to the requirements of Section 6-1-5 of the Subdivision Regulations and Ordinance 94-110

☐Fire flows at each fire hydrant in the subdivision based on hydraulic modeling approved by the Madison Water and Wastewater Board (see Sec. 6-1-8(b))

Construction Plans. Construction Plans shall be drawn at a scale of not less than one (1) inch equals fifty (50) feet, and map sheets shall be of the same size as the Preliminary Plat.

Street plan containing the following information:

☐ Location of all proposed and existing streets, curb cuts, driveways or intersections or rights-of-way in or adjacent to the subdivision along both sides of adjacent boundary streets.

☐ Show the distance between existing street intersections and proposed street intersection along boundary streets.

☐ Width of existing and proposed rights-of-way.

☐ Access to major roads

☐ Street names as approved by Engineering Department 256-772-5629

☐ Plan and profile of all streets, showing natural and finished grades drawn to a scale of not less than one (1) inch equals one hundred (100) feet horizontal and one (1) inch equals ten (10) feet vertical.

☐ Street plan and profiles shall be stationed. For profiles continuing over multiple sheets, provide a minimum 50 foot overlap for the profile shown on subsequent sheets.

☐ Design speed for the street. DESIGN speed should be at least 10 MPH more than the anticipated POSTED speed

☐ Vertical curve information for all streets including grades; stations for PC, PVI and PT; elevations, PC, PVI and PT; K and length of curve. Verify that the "K" value meets the minimum requirements for the DESIGN speed as shown in the latest edition of American Association of state Highway and Transportation Officials (AASHTO) "*Policy on Geometric Design of Highways and Streets*"

☐ Sight distance table for all proposed street intersections. Identify type of anticipated intersection traffic control according to the guidelines promulgated by the AASHTO "*Policy on Geometric Design of Highways and Streets*", (Latest Edition).

☐ Intersection sight distance certification signed by the Engineer of Record. This certificate shall state that the intersection sight distances for the proposed construction complies with the minimum AASHTO standards.

☐ A typical street cross section for each area of those streets or portions of streets that differ from the approved standard dimensional requirements of the City (i.e., widened entrance drives).

☐ Cross sections of proposed streets at a minimum of 100' stations. Cross sections shall reflect the actual street cross section over transition sections (i.e. wider entrance streets transitioning to narrower interior street sections).

☐ Curve data for the centerline of each street: Delta, Tangent, and Radius.

☐ Striping and marking plan for multi-lane intersections where applicable.

☐ Location of all required sidewalks and crosswalks.

☐ Location of pedestrian access easements

☐ Second entrance requirement for 51+ lots

☐ Mandatory stub connection

Stormwater Drainage and Management Plan containing the following information:

☐ Drainage area contour map (400 scale or larger) showing the area being developed and sufficient surrounding area to determine the effects of stormwater runoff from the surrounding area on the site being developed and to determine the potential effects of the proposed improvements on the adjacent (particularly the downstream) area.

☐ Location of existing drainageways, streams, stormwater conveyance systems and ponds in the area being developed.

☐ Topography at two-foot contour intervals.

☐ Direction of water flow throughout subdivision and compatibility with existing City drainage systems or natural drainage.

☐ Location, size, and invert elevations of proposed drainage structures including culverts, bridges, pipes, drop inlets, and top elevations of head walls, etc., showing details on Drainage Plan, including conduit schedule.

☐ Indicate that construction details of typical manholes, connections, and other drainage structures proposed shall be in accordance with the typical designs adopted by the City of Madison.

☐ Provide construction details of proposed special or modified manholes, connections, and other drainage structures (such as multi-pipe inlets, control structures for detention ponds) .

☐ Drainage Analysis Report (may be a separate document). The analysis shall provide information relating to Pre-development and Post-development conditions on the proposed development site. This analysis shall also provide information on area of land contributing run-off to each drainage structure along with run-off calculations of each area and drainage calculations for each drainage structure , stormwater conveyance pipe and drainage ditch. Information provided in the report may be in the form of that generated by commercially available computer programs. Correlate the identification of structures as identified in the drainage report to the identity of structures shown on the plans.

☐ Location of easements and rights-of-way for drainageways and maintenance access thereof.

☐ Plan and profile of each drainage conveyance structure (pipe, ditch, swales). Some or all of this information may be shown on the street plan and profile sheet. The storm drainage plan and profile shall show the size of the conveyance, slope, length and proposed material. See the City Construction Specifications for information relating to approved materials and their uses.

☐ Show required ditches and swales.

☐ Ditch Profiles. Ditches shall be designed in accordance with Section 11 of Construction Specification. Show calculated Q's, depths and velocities for the 25 year storm.

☐ Hydraulic Grade Line shall be shown for the design storm on the storm drain plan and profile. Designers shall verify that the Hydraulic Grade Line does not rise above the throat of any inlet within the drainage system for the design storm.

☐ Storm water conveyances (pipes, ditches, swales) shall be sized to carry the flow from the design storm (25-year event, SCS, Type II) without flooding the system.

☐ Storm drain pipes shall have adequate cover (6 inches below subgrade to top of pipe). Designer should check the cover where the pipe runs along the curb and not the centerline of the road.

☐ Stormwater Detention or Retention ponds. Provide dimensions of the proposed ponds in a plan view (may be shown on the Grading Plan). Provide a typical cross section of the structure indicating bottom elevation, bottom width, side slopes, and calculated water elevations for the 10-year, 25-year and 100-year storm event. Detention ponds (Wet Ponds) must maintain a minimum of 6 feet of water depth.

☐ Typical cross sections of each drainageway.

☐ An erosion control and groundwater protection plan, including precautions to prevent the introduction of pollutants into the municipal stormwater system, the sanitary sewer system, or into the groundwater table.. The Erosion Control Plan may be incorporated into the Grading Plan. Criteria for use and placement of erosion and sediment control structures should be in accordance with the latest edition of the "*Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management*" as prepared by the Alabama Soil and Water Conservation Committee.

☐ Storm water permit application.

Sanitary Sewer Plan containing the following information:

☐ Location and size of all existing and proposed sewers in the subdivision and tie-points

☐ Direction of flow of each sewer line.

☐ Location of each manhole and other sewerage system appurtenances including lift stations, oxidation ponds, and treatment plants, if any.

☐ References to applicable Standard Construction Specifications of the Water and Wastewater Board with respect to construction of manholes, connections, and other sewage structures proposed.

☐ Plan and profile of sewage system.

Water Distribution Plan containing the following information:

- ☐ Location and size of water distribution system including pipes, valves, fittings, hydrants, high-pressure pumping equipment, etc.
- ☐ References to applicable Standard Construction Specifications of the Water and Wastewater Board with respect to construction of manholes, connections, and other sewage structures proposed.

Certificates

- ☐ Huntsville/Athens Utilities certificate (signature not required at initial submittal)
- ☐ North Alabama Gas certificate (signature not required at initial submittal)
- ☐ Water and Wastewater certificate (signature not required at initial submittal)
- ☐ Bellsouth certificate (signature not required at initial submittal)
- ☐ Cable certificate (signature not required at initial submittal)
- ☐ A Certificate of Approval by the City Engineer of the City of Madison.
(signature not required at initial submittal)
- ☐ A Certificate of Approval by the Planning Commission of the City of Madison.
(signature not required at initial submittal)
- ☐ A Certificate of Approval by applicable County Health Department if septic tanks and/or wells are necessary for development. (signature not required at initial submittal)
- ☐ Fire Department certificate (signature not required at initial submittal)

The undersigned, as a duly authorized representative of the Madison Fire Department, City of Madison, Alabama certifies the within preliminary plat has been reviewed and is approved

This the _____ Day of _____, 20_____

Madison Fire Department
City of Madison

☐ Director of Planning and Building certificate (signature not required at initial submittal)

The undersigned, as the Director of Planning and Building for the City of Madison, Alabama, hereby certify that the property and preliminary plat has been inspected reviewed and found to be compliant with zoning ordinance and subdivision regulations

This the _____ Day of _____, 20____

Director, Planning and Building

☐for all subdivisions subtending land which falls within 200 ft. of any MidSouth Gas Transmission Pipeline or ATT Fiberoptic trunk line, the City shall send a certified letter to the appropriate utility owner notifying them of the project. It shall be the responsibility of the applicant to provide the Planning Commission with the letter of approval and with construction drawings (to accompany the preliminary plat), accompanied by the appropriate endorsements of the referenced departments or agencies, prior to the Planning Commission's approval of the Preliminary Plat.

Notes

☐Note 25' buffer strip at the rear of all lots abutting _____ with the following note shown on the plat near the lots "This strip is reserved for screening. The placement of structures heron is prohibited"

☐Note on plat – All drainage ditches are to be centered on property lines unless otherwise shown

☐Note on plat – All utilities shall be underground

☐Note on plat – If adverse conditions are uncovered during construction, the city engineer may require modification of these plans to the extent necessary to assure compliance with the City's construction specifications manual

☐Note on plat – All lots shall be graded so that run-off will be directed to the street or to drainage ways in a dedicated easement

☐Note on plat – Setbacks are governed by the latest addition of the Madison Zoning Ordinance

I hereby certify that all of the above information was/was not submitted - Please list information which was not submitted, if any, and reasons therefore on a separate sheet.

Engineer/Surveyor

Engineering/Surveying Firm

Date _____

SAMPLE CERTIFICATES

CERTIFICATE OF APPROVAL BY THE HUNTSVILLE UTILITIES

The undersigned, as authorized by the Huntsville Utilities of the City of Huntsville, Alabama, hereby approved the within plat for the recording of same in the Probate Office of Madison County, Alabama, this _____ day of _____, 20_____.

Huntsville Utilities
City of Huntsville, Alabama

CERTIFICATE OF APPROVAL BY THE WATER AND SEWER BOARD

The undersigned, as authorized by the Water and Sewer Board of the City of Madison, Alabama, hereby approved the within plat for the recording of the same in the Probate Office of Madison County, Alabama, this the _____ day of _____, 20_____.

Water and Wastewater Board
City of Madison, Alabama

CERTIFICATE OF APPROVAL BY THE NORTH ALABAMA GAS DISTRICT

The undersigned, as authorized by the North Alabama Gas District, hereby approved the within plat for the recording of same in the Probate Office of Madison County, Alabama, this the _____ day of _____, 20_____.

North Alabama Gas District

CERTIFICATE OF APPROVAL BY THE CITY ENGINEER

The undersigned, as City Engineer of the City of Madison, Alabama, hereby approved the within plat for the recording of same in the Probate Office of Madison County, Alabama, this the _____ day of _____, 20_____.

City Engineer
City of Madison, Alabama

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

The within plat of (Subdivision Name), Madison County, Alabama,
is hereby approved by the Planning Commission of the City of
Madison, Alabama, this the _____ day of _____, 20_____.

Planning Commission for
the City of Madison, Alabama

Chairman

**CERTIFICATE OF APPROVAL BY THE MADISON COUNTY HEALTH
DEPARTMENT**

The undersigned, as authorized by the Madison County Health
Department, Alabama, hereby approved the within plat for the
recording of same in the Probate Office of Madison County,
Alabama, this the _____ day of _____, 20_____.

Health Officer

Madison County, Alabama

**CERTIFICATE OF APPROVAL BY THE DIRECTOR OF PLANNING AND
BUILDING**

The undersigned, as the Director of Planning and Building for the City of Madison,
Alabama, hereby certifies that the property and plat has been inspected and reviewed and
found to be compliant with zoning restrictions and subdivision regulations,
This the _____ Day of _____, 20_____

Director, Planning and Building
City of Madison, Alabama

FLOOD HAZARD

I hereby certify that the property shown hereon lies within flood zone _____, as shown on
the Federal Insurance Rate Map (FIRM), Community Panel Number
_____, Date _____

Surveyor of Record

SURVEYOR'S CERTIFICATE OF ACCURACY

I hereby state that all parts of this survey and drawing have been completed in accordance with the requirements of the minimum technical standards for the practice of land surveying in the State of Alabama to the best of my knowledge information and belief and that the accuracy of the measurements have been substantiated by the computation of a closed field traverse and the relative error of the closure was not greater than _____

Surveyor of Record